# State of California

## Memorandum

|  |  |  |  |
| --- | --- | --- | --- |
|   |   | Date:Place:Phone: | February 8, 2019 City(XXX) XXX-XXXX |

From : **Department of Food and Agriculture - Board President Name**

 **# DAA, Fair Name**

Board President

Subject : **Secretary-Manager (CEO) Salary Increase**

 First paragraph

* About the fair (include DAA number and name)
* Name of CEO

 Second paragraph

* What has changed (new responsibilities)
* Specific examples of accomplishments the CEO has done to achieve objectives and goals, performance above and beyond the usual workload expectations, collaborations and community involvement, etc.
* Profitability
* Fair expansion (additional vendors, events, etc.)
* Consequence of error(s)
* Any other information relevant to support the request